



# Mendocino County

## Legislation Text

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File #: 16-1046, Version: 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** October 18, 2016

**Department Contact:** Heidi Dunham

**Phone:** 234-6600

**Department Contact:** Tim Mitchell

**Phone:** 234-6600

**Item Type:** Consent Agenda

**Time Allocated for Item:** N/A

**Agenda Title:**

Adoption of Resolution Authorizing Adoption of the Classification of Assistant Clerk-Recorder/Registrar and the Abolishment of Assistant Clerk-Recorder and Assistant Registrar of Voters Classifications; Approval of Changes to the Position Allocation Table as Follows: Elections, Budget Unit 1410 - Delete One (1) Full-Time Equivalent (FTE) Assistant Registrar of Voters; Add One (1) FTE Assistant Clerk-Recorder/Registrar; and Authorization for the Reclassification and Salary Adjustment of the Affected Incumbent

**Recommended Action/Motion:**

Adopt Resolution authorizing adoption of the classification of Assistant Clerk-Recorder/Registrar and the abolishment of Assistant Clerk-Recorder and Assistant Registrar of Voters classifications; approve changes to the Position Allocation Table as follows: Elections, Budget Unit 1410 - delete one (1) Full-Time Equivalent (FTE) Assistant Registrar of Voters; add one (1) FTE Assistant Clerk-Recorder/Registrar; authorize the reclassification and salary adjustment of the affected incumbent; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

On June 21, 2016, the Board of Supervisors adopted the Master Position Allocation Table for FY 2016 - 2017 Budget, Resolution No. 16-071.

**Summary of Request:**

The Human Resources Department is charged, as part of the overall maintenance of the classification and compensation plan, to evaluate current classifications, create new classifications (including appropriate salary levels), reclassify positions, examine requests for salary grade adjustments, analyze allocations, and make recommendations for additions, modifications, and corrections.

The Assessor-Clerk-Recorder's Office is comprised of three primary divisions: Assessor, Clerk-Recorder, and Elections. At one time, each division within the office had an allocation for a primary assistant, but for some time, the Clerk-Recorder's Division has maintained operation without an Assistant Clerk-Recorder. Instead, the Assistant Registrar of Voters, responsible for the oversight of the Elections Division, has assumed many of those duties. It is the Assessor-Clerk-Recorder's wish to continue operating in this revised structure, formally combining the positions of Assistant Clerk-Recorder and Assistant Registrar of Voters. Human Resources is recommending a salary grade adjustment to align the new classification with those performing in a similar capacity.

The Civil Service Commission approved the reclassification on September 21, 2016. Human Resources has conducted the necessary communications with the appropriate bargaining unit. The costs associated will be absorbed within the existing budget allocations.

**Alternative Action/Motion:**

Direct staff to study alternatives.

**Supplemental Information Available Online at:** For complete classification specification information, please visit <https://www.governmentjobs.com/careers/mendocinoca/classspecs>

**Fiscal Impact:**

**Source of Funding:** BU 1410  
**Current F/Y Cost:** \$5,944 Increase

**Budgeted in Current F/Y:** No  
**Annual Recurring Cost:** \$8,587 Increase

**Supervisory District:** All

**Vote Requirement:** Majority

**Agreement/Resolution/Ordinance Approved by County Counsel:** Yes

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**CEO Liaison:** Janelle Rau, Deputy CEO

**CEO Review:** Yes

**Comments:**